

**UCF FOUNDATION, INC.**  
**Proof of Payment**  
**Exception Reimbursement Request Form**  
**For Cash/Check Only**  
**(Does not include Credit Card)**

In order to reimburse an employee for a business related payment; the UCF Foundation's general policy requires a receipt or backup documentation from the vendor showing that the payment was made. If the payee paid with check/cash and if a receipt or backup documentation showing payment **cannot** be obtained from the vendor, then consideration will be given if the following information is completed and submitted:

1. A copy of the check
2. Backup documentation from the vendor verifying the amount charged
3. The following statement signed and approved:

***To be completed by Payee***

A receipt or backup documentation confirming that payment was received by (*company name*) \_\_\_\_\_ could not be obtained because

\_\_\_\_\_  
 \_\_\_\_\_.

For audit purposes please let this serve as verification that (*company name*) \_\_\_\_\_ received \$ \_\_\_\_\_ from  
 (*payee*) \_\_\_\_\_.

For reference and audit purposes, the contact telephone number for the company is:  
 \_\_\_\_\_.

**Payee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***To be completed by College/Division***

**COLLEGE/DIVISION**

**Approved Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(*Foundation's authorized signor on the account*)

***To be completed by Foundation***

Received by Accounts Payable: (*Initial*) \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by: (Signature)** \_\_\_\_\_ **Date:** \_\_\_\_\_

Accounting Supervisor, Associate Controller, Chief Financial Officer

Once the information is completed the Foundation accounting office will determine if the information submitted is adequate in order for the reimbursement to be issued.